Paws Tour Planner

User Manual

Version 1.0

Leonardo da Vinci

Lifelong Learning Programme

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Installation and Minimum System Requirements

Installation

You can install or copy the program as a so-called *Portable Version* to a USB stick and run it from there. This is a useful feature if you want to use the PAWS Tour Planner at home and at work. At the same time, copying the software to the USB stick requires no administration rights. However, the program might need more time to start if running from a USB stick.

Minimum System Requirements

Operating System:	Windows XP or higher
Memory:	512 MB (Windows XP)
Sound board:	Recommended
Free Disk Space:	100 MB
Acrobat Reader:	Installed

Overview

The Paws Tour Planner lets you plan and create guided tours through the forest. On top of that, it provides some insights into Waldpädagogik (or pedagogic work in the forest) and a training part.

The Paws Tour Planner provides the following options:

- Introduction: Presents an introduction to Waldpädagogik
- Tour Planner: Create and plan a guided tour
- Browser: Create, edit and search for activities
- Trainer: Training session
- Settings: Program Settings
- Help: Opens the help file / manual

Getting Started

Planning and Creating a Guided Tour

Starting the Paws Tour Planner

1. Open the Paws Tour Planner directory on your hard disk drive or on your USB stick and start the Paws Tour Planner.
2. Click on the button *Tour Planner* in the upper part of the program window. The centre of the program window presents a thumbnail view of existing tours. Clicking on a thumbnail image opens the Tour Menu at the left side of the Tours view.

Creating a new tour

3. Click on the *New* button. This function creates a new tour. You are automatically prompted to enter the basic information for the planned tour.
4. Step 1: Now enter the basic data for your tour details. These are:
   the title or the name of the tour,
   the date and the duration of the tour.
   All other data are used to refine and specify the information for the customer or interested party or for the selection of the activities. The more precise the entries are for age, needs, topics, etc., the better suitable activities for your tour are sorted.
   When you have entered all relevant details, click on *Step 2* at the bottom of the program window.

Setup of activities and creation of a tour schedule

5. Step 2: The Activity/Schedule part of the Tour Planner is divided into two working areas:
   - *Suggested Activities.* This area contains all activities available for your tour. You can select different types of activities at the top of the list with a click on the button. Moving the mouse over an activity shows more details for the activity in a tooltip window.
     Note: You can change the level of detail of the tooltip window in the Settings dialogue.
   - *Schedule*: This window shows the detailed schedule for the tour. Depending on the dates entered in the Tour Overview, you can plan a tour lasting up to five days.
6. Create a tour by simply dragging activities from the activities list into the tour schedule. The activity is inserted into the schedule and the times (starting time and duration) are automatically calculated.
   Note: The duration of an individual activity is an estimation that might differ depending on the location, time of the year, or the participants. If you think that the duration of an activity will be different for your group or tour, you can change the duration of an individual activity in the right schedule. You can also enter personal notes for every individual activity.

Entering additional information

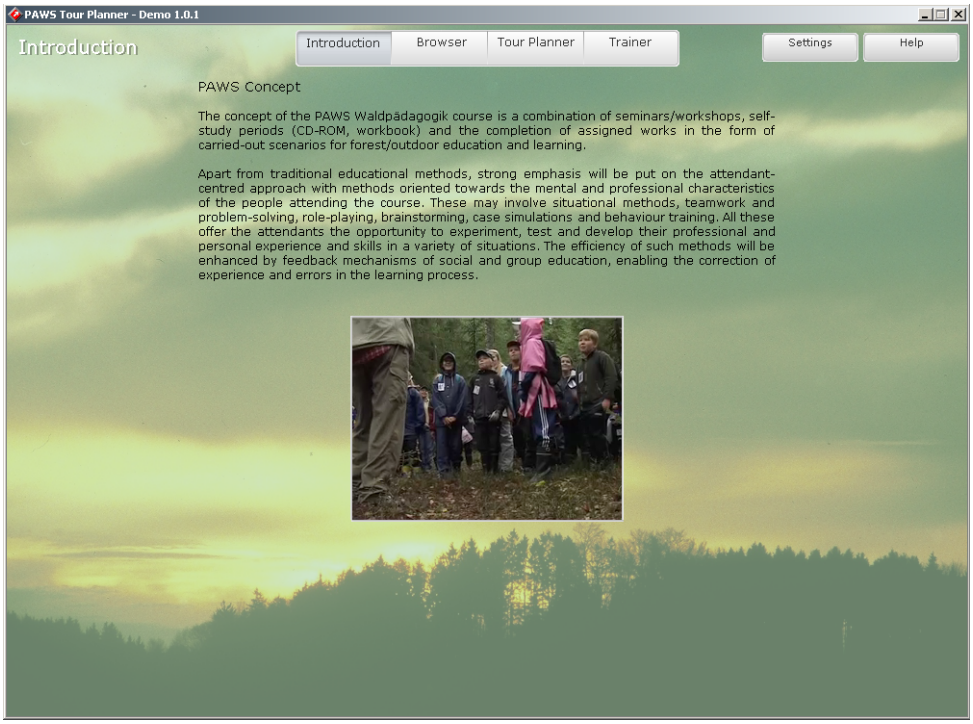
7. In the lower right working area you can add further information to the equipment list and to the reflection and feedback part.
   Equipment List
   This list contains a list of the equipment required for the scheduled tour. The equipment corresponds to the selected activities. It is possible to add additional equipment if necessary.
   Reflection & Feedback
   You can use this area to enter additional personal comments for the tour as well as feedback mentioned by the participants.

Printout and distribution of the tour schedule

8. Now save the tour by clicking on the *Save* button at the bottom right of the program window.
9. You can now print the tour with the schedule.
   Note: The printout can be sent to a customer or used as a guideline during the actual tour. Select or deselect an option you need for the printout.
10. You will find more options for the distribution of your tours in the chapter *Tour Planner - Functions - Export.*

Introduction

This part of the program introduces you to the topic of Waldpädagogik or pedagogic work in the forest. You are offered a selection of videos and materials that give insight and stimulation for you own guided tours.


PAWS Tour Planner - Demo 1.0.1
Introduction
Introduction
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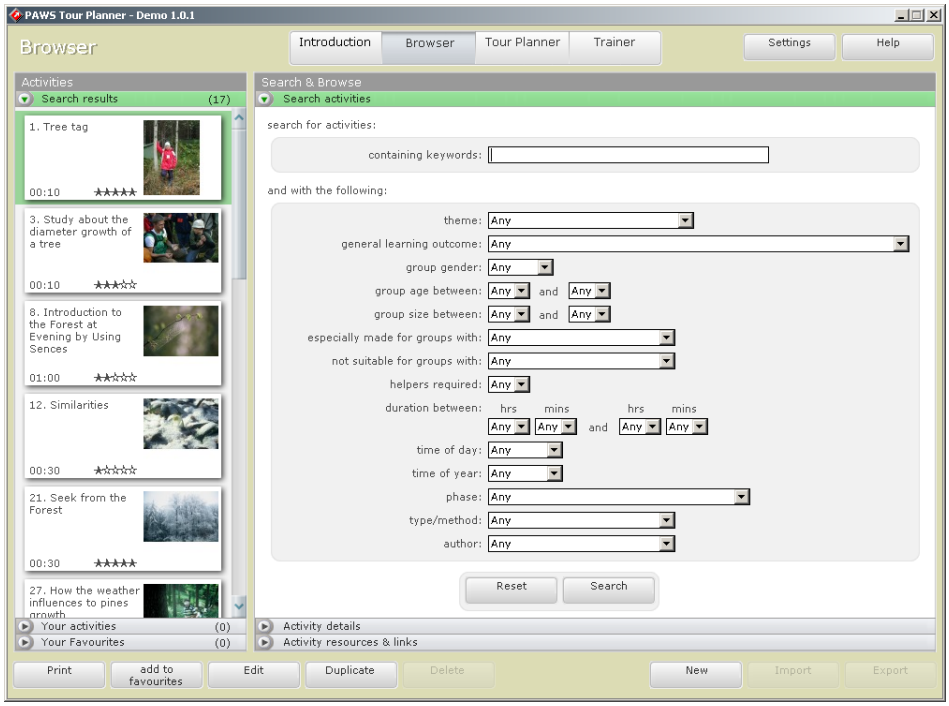
PAWS Concept
The concept of the PAWS Waldpädagogik course is a combination of seminars/workshops, self-study periods (CD-ROM, workbook) and the completion of assigned works in the form of carried-out scenarios for forest/outdoor education and learning.
Apart from traditional educational methods, strong emphasis will be put on the attendant-centred approach with methods oriented towards the mental and professional characteristics of the people attending the course. These may involve situational methods, teamwork and problem-solving, role-playing, brainstorming, case simulations and behaviour training. All these offer the attendants the opportunity to experiment, test and develop their professional and personal experience and skills in a variety of situations. The efficiency of such methods will be enhanced by feedback mechanisms of social and group education, enabling the correction of experience and errors in the learning process.

Browser

Overview

The Activity Browser window is divided into two working areas:

1. Activities: This area lists all activities that are available. Clicking on an activity shows the activity details in the right working area. The Activities List offers three options: Search Results, Your Activities, and Your Favourites.
2. Search & Browse: This area offers three activity options: Search Activities, Activity Details, and Activity Resources & Links.



Search Results

Shows all activities selected with the Search function of the right working area. As a default, all activities available are shown.

Your Activities

Shows all the activities that you created yourself. Create a new activity with the "New" function. This activity is automatically added to the *Your Activities* list and can there be edited.

Your Favourites

Shows a selection of activities you rate as your favourite activities. Drag and drop an activ-

ity from the right working area into the Your Favourites selection to add it to your favourite activities.

Search Activities

Lets you search for certain activities and shows the selection of found activities in the left working area.

Note: You can enter more than one keyword. For example, entering the text fir oak finds all activities that contain the keyword fir AND the keyword oak. Filling out the other fields narrows the search result in the same way.

Reset

Resets the search criteria to the default setting (show all).

Search

Starts the search operation and shows the selection of found activities in the left area.

Activity Details

Shows the activity details for the selected activity. Alternatively, you can double-click on an activity to show its details.

Note: It is not possible to change or delete activities that came with the program. If you want to modify an activity, create a copy of the activity with the Duplicate function and edit the activity.

Activity Resources & Links

This page shows additional materials and information or links that might be useful when using the activity.

Note: If you insert materials like images, sound files, videos or text files, the files are copied into the PAWS Tour Planner directory. This way all materials are implemented and shown with the portable version on a USB stick.

Print

Prints the current activity.

Add to favourites

Add the currently selected activity to your favourites. It will then appear in the special activity category *Your Favourites*. This way you get a quick overview over your preferred activities.

Edit

Click Edit to change the current activity. With the existing predefined activities you can only edit the comment and rating field. Other changes can only made to new or duplicated activities.

Note: Rating an activity assigns "Star" awards to the current activity. Assigning stars to a proven activity is useful if you are looking for the right choice within a bigger selection of activities..

Duplicate

Copies the current activity. This activity is automatically added to the *Your Activities* list and can there be edited.

Delete

Deletes the currently selected activity.
Note: It is not possible to change or delete activities that came with the program.

New

Creates a new activity. This activity is automatically added to the *Your Activities* list and can there be edited.

Import

Imports an activity. This activity is automatically added to the *Your Activities* list and can there be edited.

Note: Using this feature you can add activities that you got from your colleagues - either on diskette or via email - to your collection. Click on the "Import" function and select the activity from the "Open" dialogue.

Export

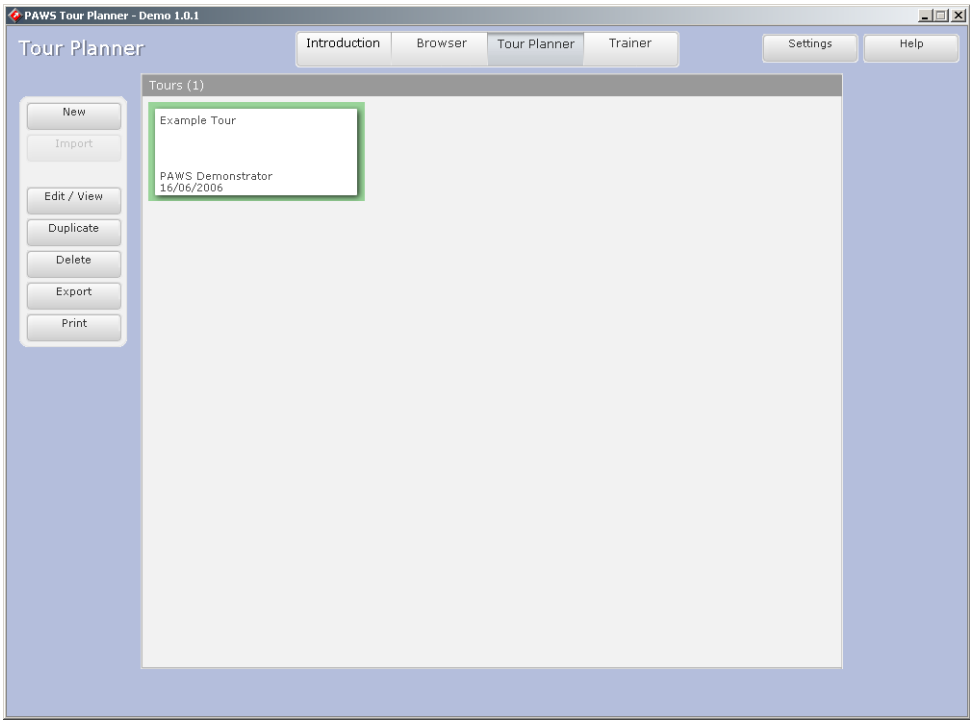
Exports the currently selected activity. This way you can share and exchange your favourite activities with colleagues either via diskette or email.

Note: Click on the "Export" function, select the place (drive and directory) in the "Save as" dialogue and choose a name for the activity you want to export.

Tour Planner

Overview

The Tour Planner is a tool to create guided tours. A guided tour consists of general information about the tour - like target group, age, date or special requirements for the tour - and a detailed schedule of the tour.



Functions

Tours

The centre of the program window presents a thumbnail view of existing tours. Clicking on a thumbnail image opens the Tour Menu at the left side of the Tours view. The options available are:

New

Creates a new tour. You are automatically prompted to enter the basic information for the planned tour.

Import

Imports a ready-made tour. This tour is then added to the tours list.

Note: Using this feature you can add activities that you got from your colleagues - either on diskette or via email - to your collection. Click on the "Import" function and se-

lect the activity from the "Open" dialogue.

Edit/View

Lets you edit or view an existing tour.

Duplicate

Creates a copy of the selected tour. This function is ideal if you only want to slightly modify a tour (for example, if you want to re-use a tour for a different group).

Delete

Deletes the selected tour.

Export

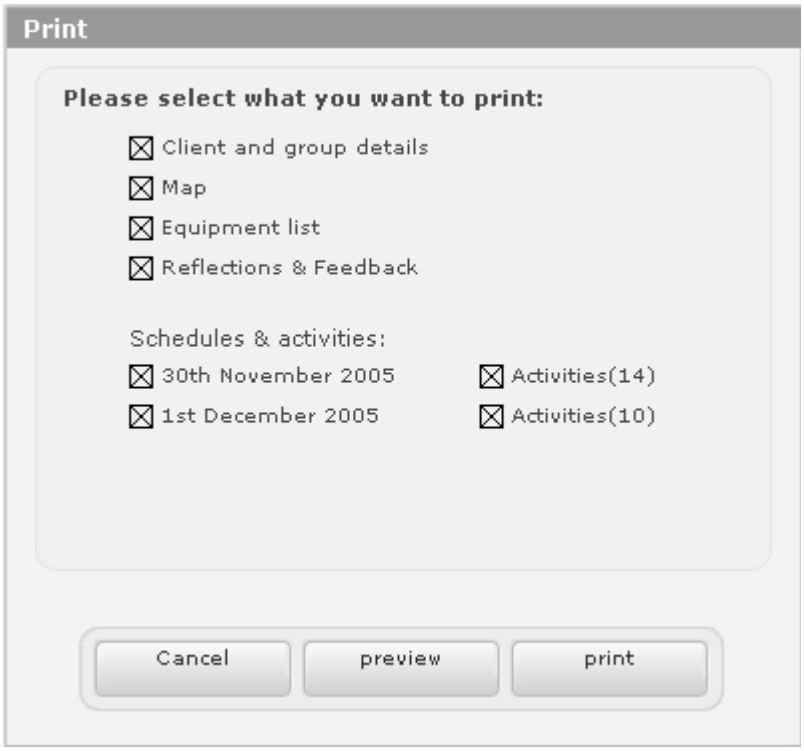
Exports the selected tour. This way you can share and exchange your tours with colleagues.

Note: Click on the "Export" function, select the place (drive and directory) in the "Save as" dialogue and choose a name for the activity you want to export.

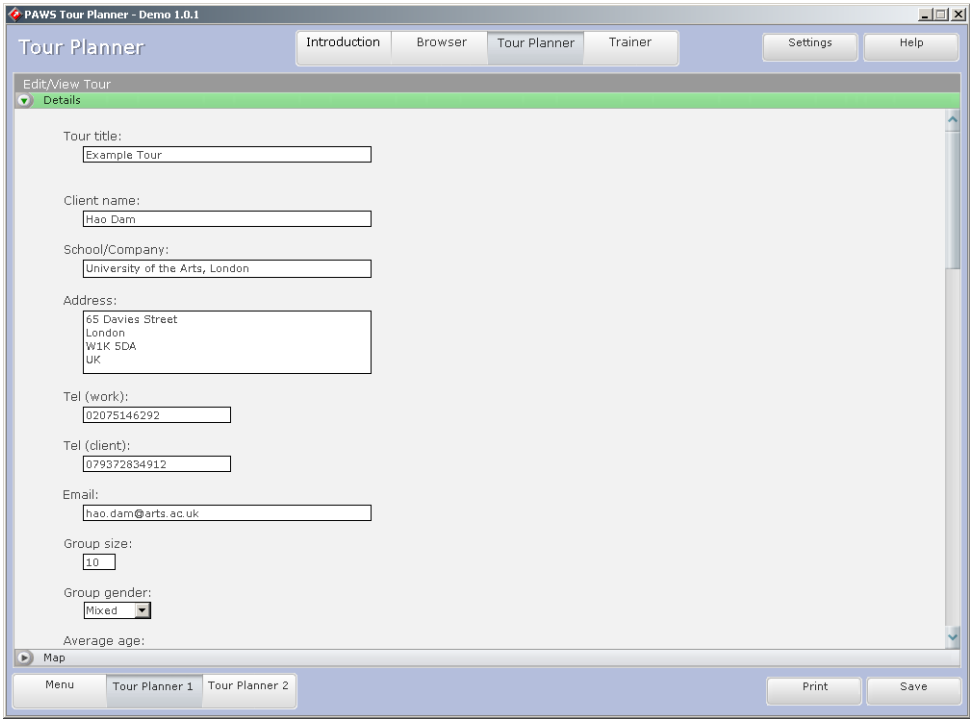
Print

Prints the selected tour. The printout can be sent to a customer or used as a guideline during the actual tour.

Select or deselect an option you need for the printout.



Edit/View Tour (Step 1)



The Edit/View window offers two main areas:

Details

Enter the main information required for the tour.

Map

If available, you can load and display a map of the area where the tour takes place.

Other Options

Click
Step 2 to see the detailed schedule of the tour and the activities involved
Menu to return to the Tour Planner,
Save to save the current tour, or the
Print button to print the tour.

Activities/Schedule (Step 2)

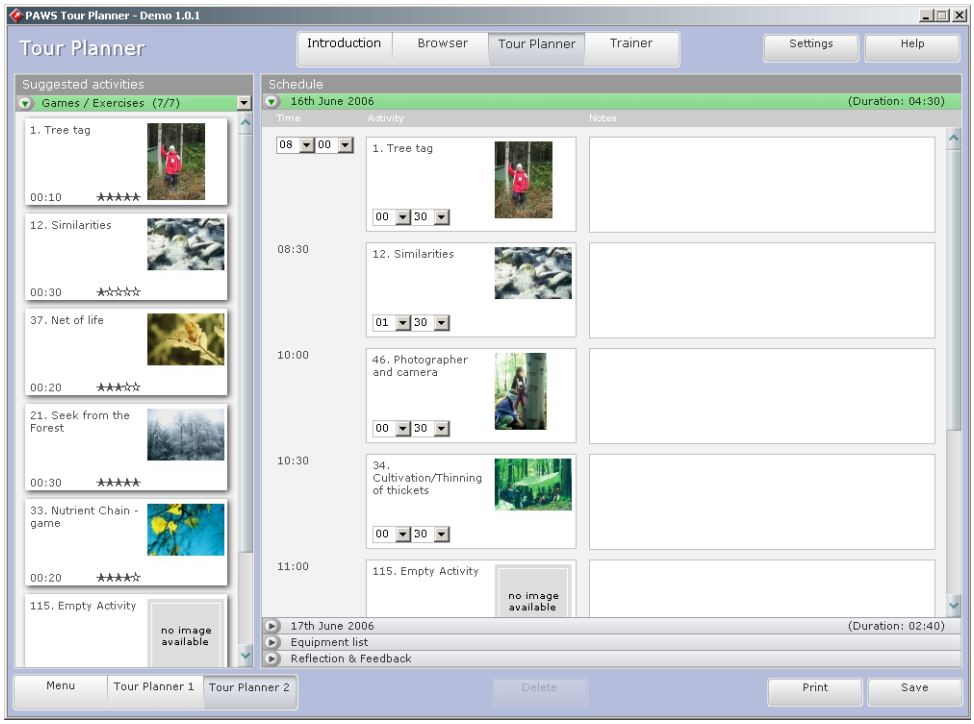
Overview

The Activities/Schedule part of the Tour Planner is divided into two working areas:

1. Suggested Activities. This area contains all activities available for your tour. You can select different types of activities at the top of the list with a click on the button. Moving the mouse over an activity shows more details for the activity in a tooltip window. *Note: You can change the level of detail of the tooltip window in the Settings dialogue.*
2. Schedule: This window shows the detailed schedule for the tour. Depending on the dates entered in the Tour Overview, you can plan a tour lasting up to five days.

Creating a Tour

Create a tour by simply dragging activities from the activities list into the tour schedule. The activity is inserted into the schedule and the times (starting time and duration) are automatically calculated.



Note: The duration of an individual activity is an estimation that might differ depending on the location, time of the year, or the participants. If you think that the duration of an activity will be different for your group or tour, you can change the duration of an individual activity in the right schedule. You can also enter personal notes for every individual activity.

Games / Exercises

To view all activity categories, click the left green button to open a dropdown menu. The content of two categories are special. These are:

Your Activities

This selection shows the activities you have created so far. New activities are created in the Browser.

Your Favourites

This selection shows your choice of favourite activities. This selection is made in the Activities Browser.

Note: Depending on the choices made in the tour overview, the program offers activities that fit the tour's specifics. These activities are highlighted as a prime suggested choice. The other activities are greyed out. However, they can also be used for the tour.

First day of tour (Date)

For each day of the whole tour you can edit and change the activities. You can enter as many as five days for a tour.

Equipment List

This list contains a list of the equipment required for the scheduled tour. The equipment corresponds to the selected activities. It is possible to add additional equipment if necessary.

Reflection & Feedback

You can use this area to enter additional personal comments for the tour as well as feedback mentioned by the participants.

Menu

Lets you go back to the main menu of the Tour Planner.

Step 1 (Edit/View Tour)

Lets you go back to the Tour Details window.

Step 2 (Activities/Schedule)

You are currently in the Tour Planner 2 window.

Delete

Deletes the currently selected activity from the schedule.

Print

Prints the current tour.

Save

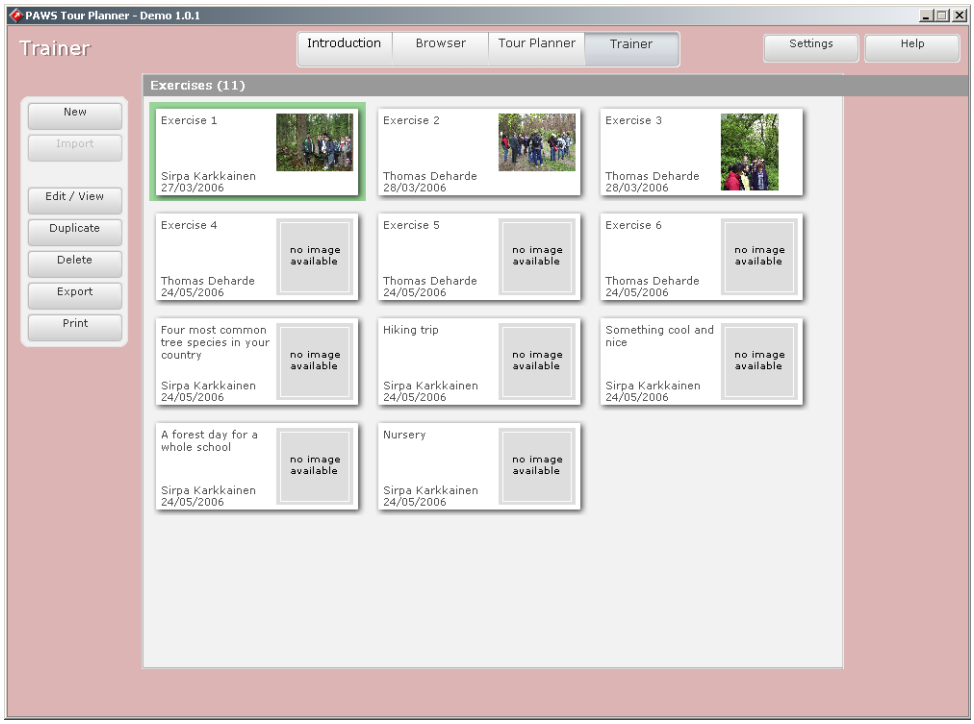
Saves the current tour.

Trainer

Overview

This window provides sample tours and sample tasks for the training part of the program. Each tour contains a scenario with a task for you to solve.

The functions for this part are the same as for the Tour Planner. However, you will find a mixture of ready-made tours or parts of tours, each with a task for you to fulfil. Most of these tours are based on an area map provided with the tours. You can view or printout the map for the training.



New

Creates a new tour for training.
Note: This option is only available if you set up yourself as a tutor (Settings dialogue).

Import

Lets you import a training tour provided by your tutor.

Edit/View

Lets you edit or view the selected tour.

Duplicate:

Creates a copy of the selected tour.
Note: This option is only available if you set up yourself as a tutor (Settings dialogue).

Export

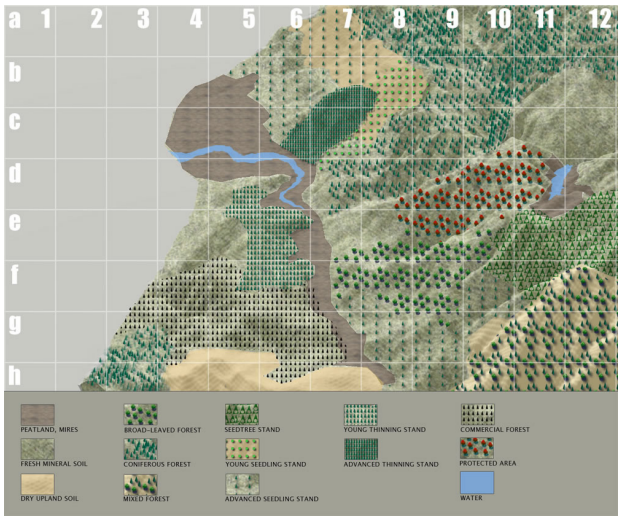
Exports the tour to make it available for the learner.
Note: This option is only available if you set up yourself as a tutor (Settings dialogue).

Print

Prints the selected tour.

Maps

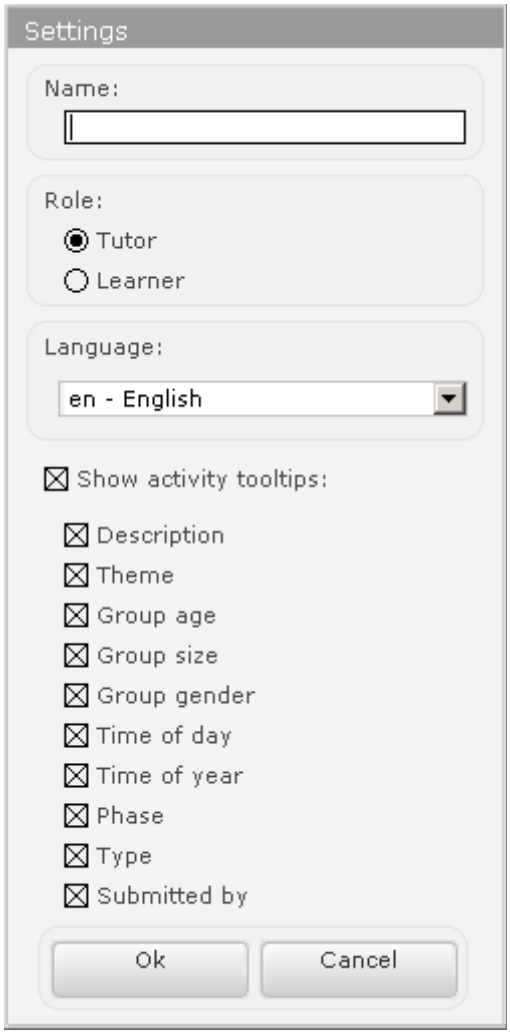
All training tours are based on maps provided with the program.



Settings

Overview

The Settings dialogue lets you individualise the program.



Name

Enter your name. This name is used when you create or export tours or activities.

Role

Select your role in the program. Depending on your role, text you enter in the training part will be differently coloured.

Language

Select your mother language. All program text and messages are shown in the selected language.

Note: This setting does not effect user-made activities or comments in an imported tour.

Show Activity Tooltips

Select the level of detail you want to view when you move the mouse over an activity thumbnail.

Ok

Save the changes and close the dialogue.

Cancel

Ignore the changes and close the dialogue.

Help

Overview

The help function opens the manual in PDF format for reference.

Tips and Tricks

Exporting several activities at the same time

If you want to send several activities to a colleague, it is best to create a new tour, put all the activities you want to send out into the tour, and export the tour including all activities you want to send out.

Creating a PDF file from a tour or activity

Sometimes it can be useful to save a tour or activity as a PDF file, for example, if you want to send out a tour plan via email to an interested visitor or customer. PDF documents are opened by the Adobe Acrobat Reader, are a very common file format for exchanging information, and can usually be displayed on any PC.

If you want to distribute a tour or activity in PDF format, it is recommended to install and use the Open Source Software *PDFCreator*. This software is free of charge and provides a print function with which you can create a PDF document via the standard Windows “Print” dialogue.

You can download the *PDFCreator* at http://www.pdfforge.org .

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